

Missouri Department of Transportation

Code: R05076

Title: Assistant District Maintenance Engineer

Exemption Status: Exempt

Grade: 18

Job Description

Effective Date 03-01-2008

Replaces
(Effective Date) 04-01-2006

General Summary The assistant district maintenance engineer assists the district maintenance engineer in coordinating the effective, safe and efficient operation of maintenance activities on the state highway system within the district including concrete and asphalt paving operations, highway sign maintenance and bridge maintenance. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Civil Engineering
Licensed as a Professional Engineer in the State of Missouri.
Six years of experience in highway or transportation engineering.

Supervisory Responsibilities Full Supervision

Location Districts - Maintenance

Special Working Conditions/Job Characteristics Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

- (1) Serves as district maintenance engineer in the absence of the incumbent to direct all maintenance activities within the district.
- (2) Prioritizes and monitors maintenance activities within the district, as assigned.
- (3) Serves as a technical resource for, evaluates and inspects district maintenance activities to ensure performance is in accordance with department policies.
- (4) Provides supervision, assistance and guidance to district maintenance personnel, as assigned.
- (5) Inspects maintenance equipment to ensure compliance with department preventive maintenance and safety standards.
- (6) Evaluates staffing and equipment levels and makes recommendations to the district maintenance engineer regarding the most effective and efficient use of district resources.
- (7) Monitors the progress of district maintenance activities to ensure projects are completed in a timely manner.
- (8) May prepare the district schedule for emergency mobilization of district maintenance personnel for

inclement weather.

- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.